

Background and Application Instructions for Office Manager Position

This is to provide a summary on the Town's plan and procedure for hiring an Office Manager and to issue a standard set of application instructions to all interested individuals.

This position is responsible for the business office support for all of the Town's service programs, including water, sewer and curbside refuse collection utilities and law enforcement as well as a variety of others. This position has a critical role in managing the Town's financial operations and front office activities. A position description is attached but the selected individual will be expected to be a generalist in areas including the following:

- Supervision of a system of employees, facilities, vendors and service contractors
- Providing superior customer service at the Town's front desk/receptionist/accounts receivable desk 9-5, M-F
- Financial management, including billing, receivables, enforcing collections, payroll and payables; general ledger and financial report preparation, banking and investment, etc.
- Casualty insurance filings and employee benefit administration
- Multitasking, such as handling recurring work that includes payroll (every other week), utility bills issuance and financial report preparation (monthly), and vehicle registration and business license tax billing and supporting the Town's audit (annually) while keeping the front desk covered and attending meetings.

Applicants are required to be high school graduates and possess a valid driver's license. Strong experience in the areas of bookkeeping, bill collection, hardware and software maintenance, and human resources is desired as well as a familiarity with the rules and programs associated with local government are desired. The Town will give preference to applicants that have good people skills.

The Town provides health insurance, vacation/holiday leave time, VRS retirement plan and other benefits to full-time positions. The hiring rate depends upon the qualifications of the individual selected for an offer of employment.

Applicants are to fill out a Town of Amherst application form available on the Town's web site at www.amherstva.gov and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

General inquiries via telephone or in person are discouraged. Applications will be reviewed on the basis of apparent qualifications. Screening interviews will be scheduled as applications are received with final consideration of applications up until the position is filled. Applicants will be subject to background investigation and drug testing prior to hire.

The employment application form can be downloaded from :

<http://amherstva.gov/departments/forms-files-downloads/>

Office Manager

The Town of Amherst is accepting applications for its Office Manager. This is a full-time, exempt position with health insurance and pension benefits. Individuals with experience in bookkeeping, bill collection, hardware and software maintenance, and human resources are encouraged to apply before March 9, 2016. Information on the Town, this position and application procedures can be found at www.amherstva.gov. EOE

Office Manager

Department: Finance

FLSA Status: *Exempt*

General Definition of Work

Performs complex administrative work planning, organizing, managing and participating in financial activities; financial reporting for the Town; managing finance, billing/collections, and disbursement operations; developing policies and procedures; and performing related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recruits and recommends hiring of department personnel; coaches, trains, counsels, assigns, schedules directs and evaluates the work of subordinates; evaluates staff performance; and recommends rewards, transfers, promotions, discipline, suspensions, demotions and terminations of subordinates.

Supervises and participates in financial operations including receipt, disbursement and accounting of municipal funds, billing, purchasing, accounts payable, accounts receivable, fixed assets, accounting, preparation of monthly, quarterly, and annual financial reports; supervises staff assigned to these functions; develops and implements departmental goals and objectives.

Prepares and provides financial reports to Town Manager and Town Council as directed, and department directors as needed.

Operates financial and utility billing/accounting software, including installing updates and troubleshooting issues.

Prepares annual departmental operating and capital budgets; monitors expenditures for overall Town budget.

Manages utility billing and collections, business licenses, tax billing and collections.

Performs payroll and benefits, employee documentation, casualty insurance program duties as needed.

Enters a variety of data into computer.

Prepares and maintains files and records.

Maintains office equipment, including hardware, software and telephone systems and maintains stock of office supplies.

Performs subordinate personnel duties as needed, such as communicating policies and procedures to general public and town staff.

Responsible for collecting all monies due the Town.

Performs all duties listed in Section 2-47.3 of the Town Code of the Town of Amherst.

Prepares all documents for the annual audit process.

Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financing, practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; comprehensive knowledge in preparing a variety of complex financial and other types of reports; thorough knowledge of and ability to operate personal computers, associated hardware, software including word

Office Manager

processing and spreadsheets and peripheral equipment; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to communicate complex ideas, both orally and in writing; ability to formulate long range fiscal planning; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to make arithmetic computations; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with other department directors, governmental officials, associates and the general public.

Education and Experience

Appropriate degree and/or experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia, or ability to obtain within 30 days of employment.

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